



administered by the 
Alaska State Council on the Arts

Alaska State Council on the Arts
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**EXCURSION GRANT
FINAL EVALUATION & ACCOUNTING FORM**

This report is a summary of your project/program for fiscal and quality review. Call if you have any questions about the report.

School & School Contact's Name
Grant Number (see grant award letter)
Grant Amount Funded:
Actual Amount Spent*

* No part of these funds should be used for meals or expenses other than transportation and/or admission to definable arts or cultural events.

GUIDELINES:

This report is due 30 days following the end of the last excursion funded, or prior to August 31, whichever is first. August 31 is the final day to accept final reports in any fiscal year. Grant recipients are required to submit a final report. The report should include a brief description of what students saw, experienced and learned (see narrative questions below) and a completed budget page showing actual expenses. **Schools or districts failing to submit a completed final report may be excluded from receiving another Arts Excursion grant for the school years immediately following the year of the grant award.**

INSTRUCTIONS: Please Read Carefully for Required Narrative Items and Budget Page

Provide the following information on no more than one page in no smaller than 11 pt. type:

- 1) **Narrative Questions:** (Note: May be one narrative, not one per excursion)
 - (a) Describe the activity or activities your students attended.
 - (b) Describe what your students saw, experienced and learned.
 - (c) How did the excursion expose students to new ideas and/or art forms?
 - (d) In what pre- or post event activities did your students engage?
 - (e) Which DEED arts content standards do you feel these activities relate to?
- 2) **Excursion Expenses**
 - (a) Submit grant final budget showing actual costs per excursion (see next page).

Records and documentation of the above report shall be maintained in accordance with the regulations of the Alaska State Council on the Arts and the National Endowment for the Arts. Records shall be maintained by the grantee for a minimum of three (3) years.

Please sign and complete this section:

Reported by:

Name _____

Date _____

Title _____

Signature _____

Telephone Contact _____ email: _____



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Excursion Grant

Final Report Budget: Transportation/Admission

Please provide information for each event attended. Use additional pages, if necessary.

Name of School: _____ Contact Name: _____

1. **Destination of Excursion(s)** _____

Activity Name _____ Dates _____

Activity Place _____

Students/Grades Attending _____ Number Adults Attending _____

Total Transportation Costs (for this excursion) _____

Total Admission Costs (for this excursion) _____

Total: _____

2. **Destination of Excursion(s)** _____

Activity Name _____ Dates _____

Activity Place _____

Students/Grades Attending _____ Number Adults Attending _____

Total Transportation Costs (for this excursion) _____

Total Admission Costs (for this excursion) _____

Total: _____

3. **Destination of Excursion(s)** _____

Activity Name _____ Dates _____

Activity Place _____

Students/Grades Attending _____ Number Adults Attending _____

Total Transportation Costs (for this excursion) _____

Total Admission Costs (for this excursion) _____

Total: _____

The overall total (the total of each excursion funded) = the **Actual Amount Spent**. This is a required field on the first page of the final report.